

Final Scorebook Checklist

Yogi Berra might have been talking about serving as a TNCPE team leader when he said “It’s not over ‘till it’s over.” While all your team members may have completed their Final Scorebook assignments, there are a few more documents to gather and steps to take before turning in your team’s work. This work sheet will help you tie up the last of the loose ends. That said, when you complete these checklists and send us all the required documents, we promise, this part is OVER!

Documents Checklist

Before you notify TNCPE that your team’s Final Scorebook is complete and ready for us to download, gather the documents listed below. All forms are available on the TNCPE website (“Team leader resources”).

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| <input type="checkbox"/> Score Summary Worksheet – Site Visit
including the statements at the bottom of the page regarding the Scoring Band Descriptors. | <input type="checkbox"/> Site Visit Interview Summary |
| <input type="checkbox"/> Award Recommendation Form | <input type="checkbox"/> Site Visit Issue Worksheets from the team. If these are handwritten, they may be sent by mail. Please make sure they are legible and in order by category |
| <input type="checkbox"/> Summary of Sites Visited | <input type="checkbox"/> Team Hours Worksheet |
| <input type="checkbox"/> Site Visit Document Log | |

Final Task Checklist

After you assemble the above documents, the items listed below must be completed. Please initial each task in the space provided to confirm completion.

- ___ Read the Final Scorebook one last time. Read it as if you were the applicant:
- Do the key themes read like an executive summary?
 - Does each OFI comment contain an explicit “so what?”
 - There should be NO “is not evident” or “is not clear” statements.
- ___ If the majority of the OFIs were cleared at site visit, identify additional OFIs by looking at what would move the applicant to the next scoring range or the next degree of A-D-L-I or Le-T-C-I.
- ___ Change “the applicant” to the organization’s name. If you use a shortened version or acronym, be consistent. MS Word’s “Find & Replace” tool may prove helpful.
- ___ Run spell check.
- ___ After EVERYTHING listed above is complete, email contact@tncpe.org with:
- A note indicating that your team’s Final Scorebook is ready for us to download.
 - This completed Final Scorebook Checklist Worksheet
 - All the forms listed on the Documents Checklist.
- ___ Finally... Celebrate!